

## CITY OF HAYWARD

### SENIOR HOUSING INSPECTOR

#### DEFINITION

Supervises inspection of single family and multi-family rental dwellings, including condominiums and townhouses, and motels and hotels, to determine that the premises meet minimum housing and building code standards and are safe, sanitary and fit for human habitation.

#### SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Building Official. Provides direct and indirect supervision to technical staff and clerical staff.

#### ESSENTIAL DUTIES

1. Inspects residential rental units and motels and hotels for code compliance; also performs rental decontrol inspections pursuant to City rent control regulations.
2. Works cooperatively with other City personnel, property owners, managers, tenants, contractors and the public.
3. Investigates tenant and citizen complaints regarding compliance with building and housing codes.
4. Interprets and explains codes and regulations and inspection program procedures to citizens and property owners and managers.
5. Responds in person, by phone, or in writing to inquiries regarding inspection fees and complaints about the inspection process.
6. Coordinates work as necessary with other city divisions and departments and outside governmental agencies.
7. Maintains paper and electronic files in an orderly and timely manner.
8. Supervises trains and evaluates housing Inspectors and reviews difficult cases with them.
9. Assures that all corrective work is done in a timely manner and in compliance with City codes.

ESSENTIAL DUTIES (continued)

10. Assists Building Official in implementation of Rental Inspection Program by providing recommendations and information about difficult cases and assisting in lien hearing.
11. Coordinates and prepares forms and data as directed by Building Official.
12. Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Uniform Housing, Building, Plumbing, Electrical and Mechanical Codes.
- B. Appropriate materials, methods and standards used in building, plumbing, electrical and mechanical construction.

Ability to:

- C. Deal effectively and tactfully with property owners, managers, tenants, contractors, the general public and city staff.
- D. Work independently and exercise sound and independent judgement.
- E. Read and interpret regulations and policies.
- F. Read and interpret building plans, blueprints and specifications.
- G. Communicate clearly and concisely, orally and in writing.

EXPERIENCE AND TRAINING

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of full time experience as a Housing or Building Inspector, Supervisory experience is desirable:

OR

An appropriate combination of education and/or vocational in service training and inspection experience in housing, building, plumbing, electrical and mechanical inspection equivalent to the above;

Training:

Equivalent to completion of the twelfth grade; college coursework in building construction/inspection is highly desirable.

License or Certificate:

Possession of a valid Class C California Driver's License upon employment. Possession of ICBO certificate in combination inspection is highly desirable.

SPECIAL REQUIREMENTS:

Essential duties require the following abilities and work environment: ability to inspect rental property with occasional exposure to slips/trips and falls; perform various physical activities on a regular basis including sitting, standing, walking, kneeling, crouching, stooping, squatting, climbing and twisting upper body and work outside in extreme cold or heat.

PROBATIONARY PERIOD: One year

657CS99

July 1999

AAP GROUP: 5

FPPC STATUS: Designated

FLSA STATUS: Non-exempt